careFAST
NATIONAL CLEANING COMPANY

LAPORAN BULANAN CLEANING SERVICE

Proyek :

DARMO TRADE CENTER (PASAR MODERN)

DTC
DARMO TRADE CENTER

Periode :

APRIL 2024

Disusun Oleh :

SUYATI

CS-SUPERVISOR

PT. CAREFASTINDO
Perkantoran Grogol Permai Blok H No.12A -15
Jl. Prof. Dr. Latumenten Raya, Jakarta Barat 11460

KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung DARMO TRADE CENTER (PASAR MODERN)

Untuk memberikan hasil kualitas terbaik yang disesuaikan dengan kondisi gedung berdasarkan rencana kerja bulanan yang telah di sepakati kami merangkum laporan pekerjaan bulanan sebagai bentuk reporting dan bahan evaluasi atas pencapaian pekerjaan dan seluruh kegiatan yang telah dilakukan di lapangan setiap bulan.

Besar harapan kami rangkuman laporan bulanan ini dapat menjadi masukan dan pertimbangan bagi management gedung untuk meningkatkan hasil dan kualitas pekerjaan bersama di lapangan agar lebih baik lagi.

Atas support, masukan, kerjasama dan komunikasi yang terjalin dengan baik selama ini kami mengucapkan terimakasih.

Hormat kami,

Operational PT Carefastindo.

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DAFTAR ISI

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LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN MESIN

LAPORAN JADWAL

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LAPORAN JADWAL

OPERATOR

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	5006342	SITI MARIA ULFA	CLEANER	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1
2	5006343	YULIANA AGUSTIN PELLO	CLEANER	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1
3	5006344	DARWIN	CLEANER	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	OFF	OFF	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1
4	5006346	BUSTOMI	CLEANER	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	OFF	OFF	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1
5	5006347	FENDI	CLEANER	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1
6	5006348	HOIRI	CLEANER	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	OFF	OFF	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1
7	5006349	MUH TAUFIQ HIDAYAT	CLEANER	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	OFF	OFF	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1
8	5006350	MOH RUDIYANTO	CLEANER	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1
9	5006355	WISNU KUSUMO	CLEANER	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1
10	5007089	TRI HANDOKO	CLEANER	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF
11	5006957	ZAELANI	CLEANER	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1
12	5007076	BINTANG ILIYIN AL MUBAROK	CLEANER	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	OFF	OFF	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1
13	5008209	MOCHAMAD MUCLIS	CLEANER	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF
14	5008242	ABDURROHMAN	CLEANER	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	OFF	OFF	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF
Total MP Shift Pagi:				11	12	11	11	11	11	12	11	14	0	0	0	14	11	11	11	12	11	11	11	11	12	11	11	11	11	12	11	11	11
Total MP Shift Siang:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total MP Libur:				3	2	3	3	3	3	2	3	0	14	14	14	0	3	3	3	2	3	3	3	3	2	3	3	3	3	2	3	3	3
Total MP :				14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14

PENGAWAS

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	5006339	HAIRUL ANAM	CS-LEADER	MD2	OFF	MD2	HP	MD2	MD2	MD2	MD2	MD2	OFF	OFF	OFF	HP	MD2	MD2	OFF	MD2	HP	HP	MD2	MD2	HP	OFF	MD2	MD2	MD2	MD2	MD2	MD2	OFF
2	5006340	AHMAD HELMI	CS-LEADER	HP	MD2	OFF	MD2	MD2	MD2	MD2	MD2	MD2	OFF	OFF	OFF	MD2	MD2	HP	MD2	HP	OFF	MD2	MD2	MD2	MD2	MD2	OFF	HP	HP	MD2	MD2	HP	MD2

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LAPORAN JADWAL

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
3	5006341	SUYATI	CS-SUPERVISOR	MD1	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	OFF	OFF	MD2	HP	MD1	HP	OFF	MD2	MD1	HP	HP	MD1	HP	HP	OFF	MD1	HP	HP	MD1	HP
Total MP Shift Pagi:				3	2	2	2	3	3	3	3	3	0	0	0	3	3	3	2	2	2	3	3	3	3	2	2	2	3	3	3	3	2
Total MP Shift Siang:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total MP Libur:				0	1	1	1	0	0	0	0	0	3	3	3	0	0	0	1	1	1	0	0	0	0	1	1	1	0	0	0		1
Total MP :				3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

LAPORAN REKAP ABSENSI

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LAPORAN REKAP ABSENSI

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	H	I	A	G	O	S	SR	IR	Keterangan
Total :																																	0	0	0	0	0	0	0	0	

Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off				Nama
	Tgl	Tgl	Tgl	Tgl

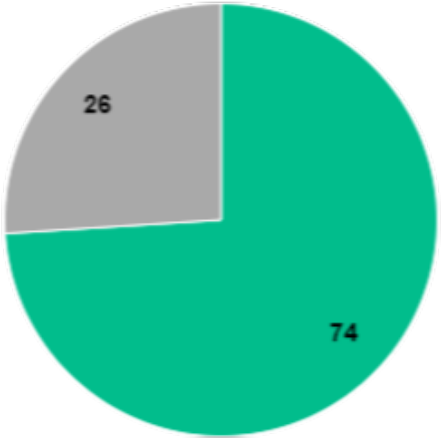
PERSENTASI REKAP ABSENSI

TOTAL JADWAL : 540 MP

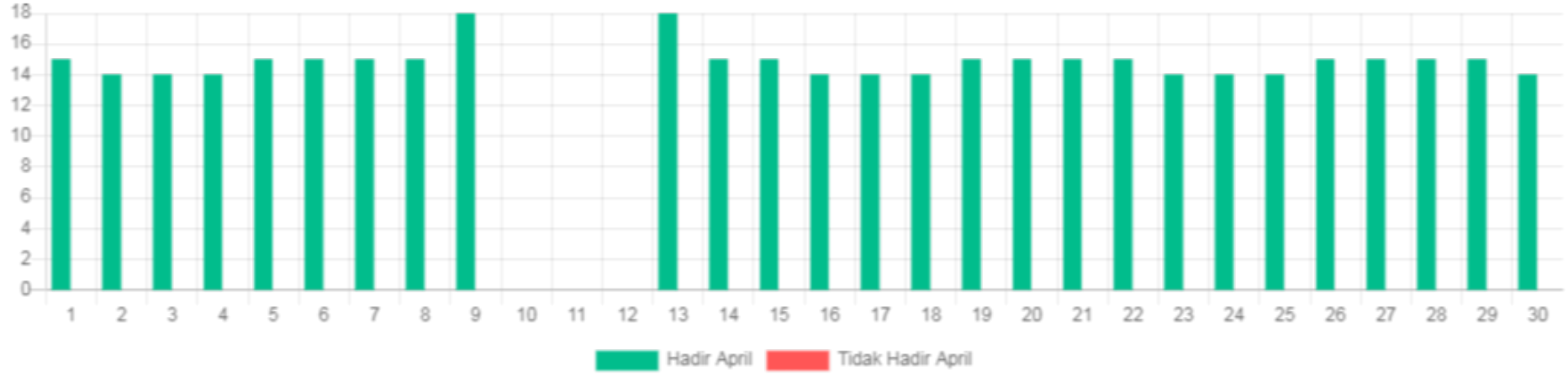
HADIR : 401 MP

OFF : 139 MP

TIDAK HADIR : 0 MP



Monthly : April



LAPORAN TABEL PERIODIK

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LAPORAN TABEL PERIODIK

| No | Area | Pekerjaan | D | W | M | Y | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | | 19 | | 20 | | 21 | | 22 | | 23 | | 24 | | 25 | | 26 | | 27 | | 28 | | 29 | | 30 | | JML | | Ket |
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PERSENTASI REALISASI PERIODIK

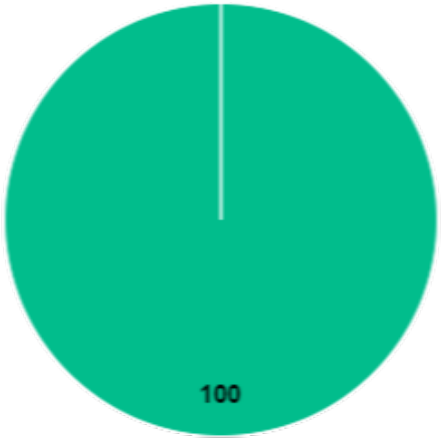
PEKERJAAN : 80

REALISASI : 80

DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : April

LAPORAN MESIN

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LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF8/3/VC60/3534	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			-	RUSAK
2	CF8/3/LOSP/3536	LOW SPEED POLISHER	INNOTECH			-	RUSAK
3	CF8/3/SCRB/3488	AUTOMATIC SCRUBBER	INNOTECH			BAIK	-
4	CF8/3/VC60/3489	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
5	CF8/3/KR25/3533	KABEL ROLL 25 METER	INNOTECH			BAIK	-
6	CF8/3/VC30/3535	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF8/3/LOSP/3537	LOW SPEED POLISHER	INNOTECH			BAIK	-
8	CF8/46/PRNT/3538	PRINTER	EPSON			BAIK	-
9	CF8/49/KOMP/3576	COMPUTER SET AREA	LG			BAIK	-